

## RENTAL OCCUPANCY PERMIT APPLICATION

City of Fairfax, Fire & Rescue  
Office of Code Administration  
10455 Armstrong St  
Fairfax, Virginia 22030  
(703-385-7830)

Fee: \$150.00

Permit No. \_\_\_\_\_

Issued: \_\_\_\_\_

**INSTRUCTIONS:** Please print legibly in ink. Make a check payable to the City of Fairfax for the amount of \$150.00, and mail or bring the completed application and payment to the address above. A separate application is required for each rental unit. For more information or assistance call 385-7830.

RENTAL PROPERTY ADDRESS: \_\_\_\_\_ IN SUBDIVISION \_\_\_\_\_

NAME OF OWNER \_\_\_\_\_

OWNER ADDRESS \_\_\_\_\_

\_\_\_\_\_ PHONE \_\_\_\_\_

NAME OF RENTAL/MAINTENANCE AGENT (if any) \_\_\_\_\_

ADDRESS

PHONE

### CERTIFICATE

I (owner/agent) certify that the property will be rented only for occupancy by a "family unit" as defined by the Zoning Ordinance of the City of Fairfax, Virginia, Section 110-4. I further certify that I have read and understand the attached Manual for Rental Property Owners and that the property complies with all applicable State and local regulations, including the Building Code, Fire Prevention Code, Health, Safety and Sanitation Ordinance, Housing Standards and Zoning Ordinance. I understand that the code official shall inspect the dwelling unit, grounds, and accessory structures: 1) following application; 2) upon change of tenancy; 3) every five years if there has been no intervening inspection; and 4) as response to a valid complaint. I understand that the rental property occupancy permit may be revoked if the property does not comply with the applicable codes.

\_\_\_\_\_  
Signature of Property Owner/Agent

\_\_\_\_\_  
Date

### NOTE:

Substantiated reports of conduct on the subject property by tenants or their guests in violation of any provision of Chapter 14 (Misdemeanor Offenses) on two or more occasions within six months may result in the revocation of a Rental Occupancy Permit.

### Office Use Only

Receipt No. \_\_\_\_\_

Date: \_\_\_\_\_ Initials \_\_\_\_\_

Approved by: